

REPORTS INVENTORY						CONTROL NO. <b>DDS/oe-013</b>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Budget</b>						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		1	ADMIN. GENERAL	
	LOGISTICS		SECURITY			OTHER (specify)	
	MEDICAL		FINANCE		2	<b>COMMUNICATIONS</b>	
4. NO. OF COPIES PREPARED <b>5</b>	5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Annual</b>				6. DISTRIBUTION (No. of components not number of copies) <b>4</b>		
7. FORMAT (memorandum, form computer print-out, etc) <b>Memorandum</b>		8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>DDS/PPB</b>		
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>SPD &amp; Branches</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>SPD Branches</b>			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-15	13.20	64		844.80	1		\$844.80
average							
GS-07	4.15	12		49.80			49.80
							<b>Total \$894.60</b>
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>Must continue report as long as it is levied by DOB.</b>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
						STAT	
16. DATE OF INVENTORY <b>6 Oct 1970</b>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	